2002 NITC Community Technology Fund

sink or swim - Educating the Rural Labor Pool

Submitted in collaboration with:
Alma Public Schools ♦ Franklin Public Schools
Lawrence/Nelson Community Schools ♦ Superior Public Schools
Orleans Public Library ♦ Central Community College

February 15, 2002

Community Technology Fund 2002

Application Form

Project Title: Sink or Swim – Educating the Rural Labor Pool

Submitting Entity: Central Community College

Grant Amount Requested: $18,518

Project Contact Information:

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Executive Summary

Provide a one or two paragraph summary of the proposed project. This summary will be used in other externally distributed documents and should therefore clearly and succinctly describe the project and the information technology required.

Partners in the **Sink or Swim – Educating the Rural Labor Pool** project seek to use information technology to strengthen their rural communities and citizens by facilitating education and training to teach needed job skills to the potential workforce. Hardware and software are needed to expand educational services to rural communities in the delivery of off-campus college courses right in their own backyards.

At least 5,280 rural Nebraskans enroll annually at CCC's Learning Centers. CCC's community learning centers are innovative in the state. They offer individualized learning so even one student in Lawrence, for example, can take an accounting course without requiring a large enough class to make a lecture economically feasible. Some students earn their entire Associate's Degree without traveling the miles to campus to take a course.

This program of bringing college credit courses to more than 80 communities in our 25-county service area began in 1980. Since that time, students have completed their course work in the traditional manner, with work and course materials being mailed back and forth from the community learning center to the instructor on the campus. Today many instructors are incorporating technology into the curriculum. Some courses require computer access. Some have testing that needs to be done on the computer. E-mail also provides an excellent way to communicate with instructors. Citizens taking the college's new on-line courses may need to take a test, on-line, that is proctored at the learning center.

The goal of this project is to acquire and install the necessary computer hardware, software and Internet link (where the internet link is not already available at the learning center site) in a pilot group of 6 CCC learning centers in economically depressed counties for general education and job skills training for rural communities.

Project partners include Alma Public Schools, Franklin Public Schools, Lawrence/Nelson Community Schools, Superior Public Schools, the C.B. Preston Memorial Library (Orleans), and Central Community College.
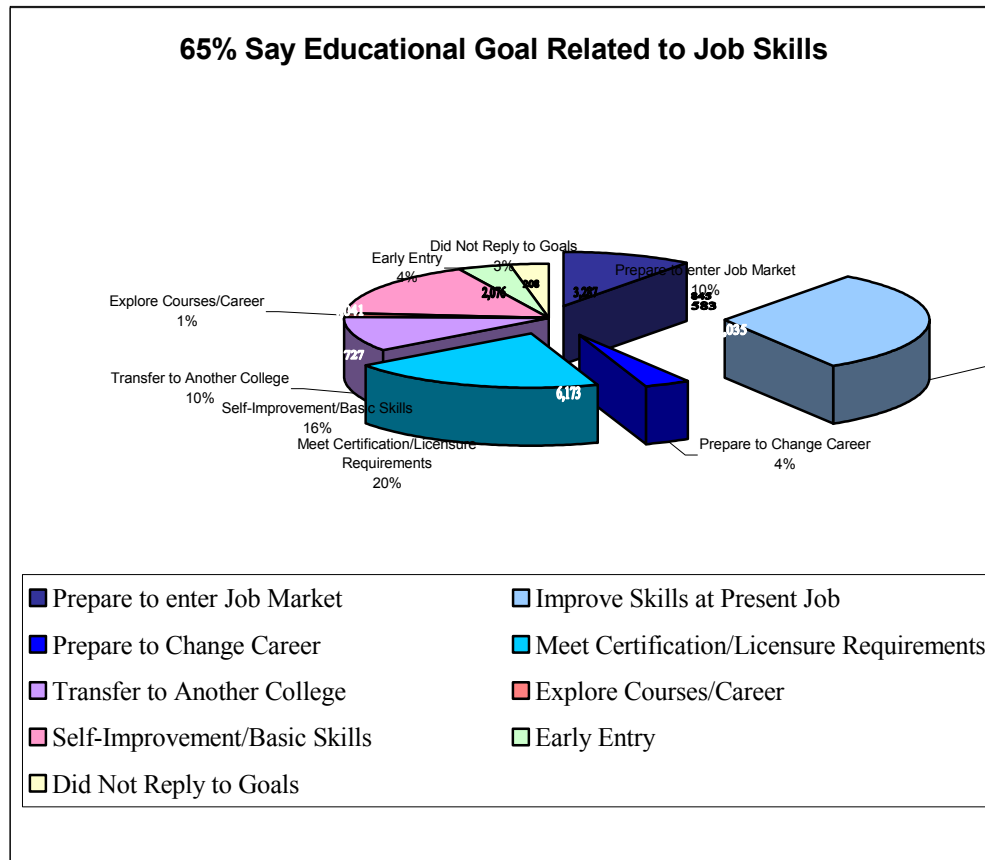
Goals, Objectives and Outcomes

1. Describe the project, including:

    - **Problem statement and needs assessment**

    SUMMARY

    1. The percentage of residents in these counties living below the poverty level ranges from 12.8 to 13.1%, and is greater than the national average of 12.7% and far greater than the statewide average of 10.3%. **Please see end of document for Nebraska map indicating project sites.**
    2. The median family incomes in these counties range from $23,000-$25,000, far below the national average of $38,885 and the state's median income of $37,233.
    3. The citizens of these counties are working, but low wages make them the working poor. The unemployment rate in these counties, ranging from 1.8% to 3.9% is well below the national average of 5.7% and near to or below the state's unemployment rate of 3.1%. Better job opportunities requiring higher skills are needed.
    4. With a great percentage of the target population already working, they need a way to learn and update job skills that fits around their work and family schedules. This need is currently addressed through CCC's community Learning Centers, but PC-based computers are increasingly needed at these centers to complete course work that teaches up-to-date job skills.
    5. These are rural residents with a 25-60 mile one-way commute to job skills training opportunities at a CCC campus in Grand Island, Hastings or Columbus, or a "permanent" Learning Center in Holdrege, Lexington or Kearney. This commuting would take time and money from their families.
    6. These rural residents need access to general education and job skills training. This need is supported by results showing 65% of CCC students in2000-2001, or 13,000 out of 20,000, said their educational goal relates to job skills.

65% Say Educational Goal Related to Job Skills

Pie chart showing educational goals:
- Prepare to enter Job Market — 10%
- Prepare to Change Career — 4%
- Meet Certification/Licensure Requirements — 20%
- Self-Improvement/Basic Skills — 16%
- Transfer to Another College — 10%
- Explore Courses/Career — 1%
- Early Entry — 4%
- Did Not Reply to Goals — 3%

Legend:
- Prepare to enter Job Market
- Improve Skills at Present Job
- Prepare to Change Career
- Meet Certification/Licensure Requirements
- Transfer to Another College
- Explore Courses/Career
- Self-Improvement/Basic Skills
- Early Entry
- Did Not Reply to Goals

7. Job opportunities in these rural communities are declining, with many communities losing major employers in the last decade. Nebraska boasts 48, 575 employers, which averages out to 522 employers per county. Franklin and Harlan Counties have about 90 employers, with about 70 of those in the service industry. Nuckolls County has nearly 170 employers, with 140 of those in the service industry.

8. Citizens want to continue to live in the community where they have roots; or they cannot move because they do not have the means. Communities compete to attract new employers, citizens travel to larger towns to work, small businesses struggle to keep going, and in all cases the citizens need to continue to learn and update job skills so they are a competitive work force.

9. Rural Nebraskans have limited opportunities for education that may enhance potential job skills or for specific job skill training. A downward cycle results, where employers do not want to locate in rural communities because there is not a trained workforce, and there is no skilled workforce because training is not accessible.

10. CCC has 5,280 rural Nebraskans enrolled in off-campus courses through 80 community Learning Centers. Since the program began in 1980, students have completed their course work in the traditional manner, with course materials and students' work being mailed back and forth from the community Learning Center to one of three campus locations. Today many instructors are incorporating technology into the curriculum. Some courses require computer access. Some have testing that needs to be done on the computer. E-mail also provides an excellent way to communicate with instructors.Those taking the college's new on-line courses may need to take a test, on-line, that is proctored at the Learning Centers.

11. To address this need, there is sometimes access to computers in the libraries or high schools where most Learning Centers are located. However, many times there is not. Also, many times the required software is not in place. Many students simply cannot enroll in a course that requires computer access if not available at their Learning Center site. These rural Nebraskans would have to travel the miles to a campus in Columbus, Grand Island, or Hastings if they want to take that particular course.

- **GOALS**

 This project has two goals:

Goal #1

To increase opportunities for individuals to acquire education and job skills and thus continue to build a competitive work force in Franklin, Harlan and Nuckolls Counties by adding PC-based computer technology to community Learning Centers.

Goal #2

To increase opportunities for employers and community groups to add work force skills and thus continue to build a work force with needed skills in Franklin, Harlan and Nuckolls Counties by adding PC-based computer technology to community Learning Centers.

- **Project activities or outputs (specific, measurable steps to get to the goal--i.e., offering six sessions of classes). Include training and staff development activities if appropriate.**
  - ❑ CCC's Management Information Systems (MIS) Department will assess each project location to determine networking, internet connection, installation, and exact computer technology needs.
  - ❑ Order 6 computers and printers, and any specific site networking or other technology needs.
  - ❑ Install Microsoft Office Professional software and other software in accordance with MIS specifications.
  - ❑ MIS delivers, installs, and networks the 6 computers and printers.
  - ❑ Hold training for Learning Center Managers in computer, software and usage possibilities for course work.
  - ❑ Promote the computers' availability for job skills training through media advertising, a brochure or other methods.
  - ❑ Promote Cyber Tutor availability to Learning Center students through distribution of previously developed brochure.
  - ❑ Prepare sign up log to track computer use: education or training goal, course taken, and comments.
  - ❑ Evaluate pilot project and make recommendations for future use of computers in Learning Centers.
  - ❑ Trackt enrollments in the centers where the computer technology was placed to assess if the computers have an impact on enrollments.
  - ❑ Collect case studies of individuals using computers for job skills upgrades.

- **Expected outcomes (impact on the project's beneficiaries--i.e., at least 60 participants will learn to search for information on the Internet searches and send e-mail)**

At least 50% of the those using the 6 Learning Center locations will use the computer to facilitate their course work. **At least six employers or self-employed individuals will use the computers for job skills training.**

To increase PC-based computer accessibility for job skills training from 0 to 100% in communities in CCC's Hastings campus counties above the national average poverty level and where site administrators can facilitate the computer and/or a computer is not already available.

To reduce from 25-60 minutes to 10-20 minutes the one-way travel time for citizens and employees to a training site with PC-based computer accessibility.

To increase course availability for job skills training by:

36 web-based courses

1,500 multimedia (some web, some CD-only) courses

20 information technology and office technology courses which require computer access.

Successful pilot project to allow evaluation of continuation to at least 13 additional Learning Centers located in counties with above average number of citizens living in poverty.

Project Justification

3. **Explain how the proposed project supports one or more of the funding priorities by describing how the project:**

1. Uses information technology to address community needs related to community and economic development, the delivery of local government and library services, and health care.
2. Uses information technology to address community needs in innovative ways or initiates the use of information technology to address community needs.
3. Demonstrates strong collaboration within a community or region in addressing IT development.

Citizen/community access to training courses off-campus can be limited by a CCC requirement to have at least 8 persons taking a course to make the presentation economically feasible. The Learning Center, allowing individualized instruction, eliminates

this restriction and provides job training access to citizens and communities. *Addresses priority 1*

Computer availability for job skills training and general education in the communities of Alma, Franklin, Lawrence, Nelson, Orleans, and Superior will help fulfill community and economic development needs by individuals and employers in the area*. Addresses priority 1*

The community Learning Center program bringing college credit courses to more than 80 communities in CCC's 25-county service area began in 1980. Since that time, students have completed their course work in the traditional manner, with work and course materials being mailed back and forth from the community Learning Center to the instructor on the campus. Today many instructors are incorporating technology into the curriculum. Some courses require computer access. Some have testing that needs to be done on the computer. E-mail also provides an excellent way for students and instructors to communicate. Students taking the college's new on-line courses may need to take a test, on-line, that is proctored at the learning center. *Addresses priority 2*

This project demonstrates strong collaboration between the Learning Center site administrators (5 public school systems, one public library), CCC's Learning Center Managers, and CCC's Extended Learning Services department in their desire to have computers available for general education and job skills training. *Addresses priorities 1 and 3*

Five of the sites (Alma, Franklin, Lawrence, Nelson, and Superior) are located in public schools and the Orleans site is located in the city library. Public school students and staff and library patrons and staff will have access to the computer at each site. In Orleans, this project will provide a second computer with an internet connection for library patrons. *Addresses priorities 1 and 3*

4. **Describe the expected benefits (both tangible and intangible) of the proposed project.   If applicable, include any economic benefits or long-term cost savings. (5 points)**

Although the impact of adding computer-availability, with the necessary software, in 6 communities is difficult to estimate, the economic benefits of general education and job skills training are significant. The beneficiaries of this project are the citizens and employers in Franklin, Harlan, and Nuckolls Counties.

A second major benefit to the citizens of the above counties lies in the savings in travel costs and travel time appreciated by having the computer technology available in their own community.

The following stories and examples illustrate the benefit information technology does and could have if added to CCC community learning center sites:

The Franklin Learning Center, a center requesting a computer, shares the following illustrations and success stories:

❑ One Franklin resident is working full times as a nurses aide and does not have access to a computer. She is taking English Composition and hand writes her papers. The part of the course requiring research will be hard for this student without a computer and internet access.

❑ Carol Pohlenz, Franklin Learning Center Manager, tells about a young mother with three children who is taking Microcomputer Applications. "Last semester she took Business Communications. She does not have a computer of her own. She has a child under 2 and does not have easy access to babysitting. She is doing the class between the public library and here at school. Often she comes to the school when school is dismissed and stays for an hour or so. Her 8-year-old daughter can then watch the baby or she tries to work with the baby on her lap. She is always in the learning center on Wednesday, usually for the 3 hours. Then her boyfriend watches the kids. I admire this student for her effort. She has her GED but there are some holes in her educational background and some classes are difficult for her. She is determined to get an education. Her goals is to get her associate's degree and maybe go on for her bachelor's further down the line. A laptop would have really helped her, because she has had a lot of frustrations switching between school computers and the library computer. Many things she had to do twice."

The Albion Learning Center, a center with a computer, shares the following illustrations:

- Two teacher's aides are using the computer to take courses to work toward teaching degrees from the University of Nebraska at Kearney.
- An employee of a bank is taking computer courses to upgrade her skills to advance in her career.
- A woman residing in a small town near Albion formerly did manual labor in the agricultural industry. Due to a back injury, she is being counseling by Vocational Rehabilitation, and is taking a web-based course through the Hastings CCC campus.
- A student, no longer physically able to continue his employment as a mechanic, is taking 12 credits each semester in information technology. He is being counseled by Vocational Rehabilitation and hopes to open a computer technology business.

The Ord Learning Center, a center with a computer, shares the following illustrations:

❑ On-campus nursing and other students in the Ord area use the computer at the learning center so they do not have to make so many trips to campus. For example, nursing students take practice tests at the learning center instead of traveling the 60 plus miles to campus.

The North Loup Learning Center, a center with a computer, shares the following illustrations:

- According to Helen Goodrich, CCC North Loup Learning Center Manager, a Special Education Teacher Aide is taking computer classes so she can use the computer with the students she teaches.
- One woman is taking computer classes so she can keep her business records for her beauty shop. Others take classes at the center to upgrade their job skills. Between 5 to 8 residents use the computer each semester.
- "They [the students] are very grateful for a computer that is powerful enough to run all the programs we use on campus. This makes more of the classes we offer available to our area, " according to Goodrich.

The Superior Learning Center, a center requesting a computer, shares the following illustrations and success stories:

- According to Cindy Thornton, CCC Superior Learning Center Manager, "I have seen a steady increase in the number of students choosing the learning center to further their education and learn new job skills. When I began, there were only three students enrolled; now this number has grown to 15-17 students per semester. Most of the students are women who work full-time jobs in addition to taking classes. Because of this, they find it impossible to travel an hour to the campus.
- There were two instances in the last year where learners had to purchase expensive software that was not available at Superior High School, in order to take a course.
- A Superior resident had worked at Mid America Dairymen for many years before the plant closed. She then began working at Reinke Manufacturing full-time, taking office technology and business classes through the learning center. Through her hard work and willingness to advance her education, she was recently promoted to the position of Director of Human Services.
- Another rural Nebraskan worked for several years as a medical transcriptionist, but put her career on hold to stay at home while her children were young. When she returned to the job market, she found she needed to take classes to "brush up" on her skills. She enrolled at the learning center while working two jobs. Recently, she was hired at the local hospital as a transcriptionist. She continues to take classes and hope one day to be able to work from home doing medical transcription.

The Lawrence Learning Center, a center requesting a computer, shares the following illustrations and success stories:

- "Three years ago I had a student finish all the classes that she could at the Learning Center. She went on to get a degree in nursing and is working at a local hospital," according to Linda Kohmetscher, Lawrence Learning Center Manager.

❑ She continues, "We do have a couple of people in our community that lost their jobs due to the recent closing of Quality Farm and Country, both in Superior and Hastings. The cut backs at Thermo King in Hastings has also been a cause of no pay days. The Lawrence/Nelson school merger has cut back on the number of jobs in our community."

The Orleans Learning Center, a center requesting a computer, shares the following illustrations and success stories:

❑ Raylene Stephens, Orleans Learning Center Manager and Director of the C.B. Preston Memorial Library where the learning center is located, reports that the library only has one phone line for internet hookup and their computer does not have the software which Orleans residents need to use.
❑ "Last June a cottage industry closed in Orleans that involved several women in the area . . . Some of these women would like to get into E-Commerce. Some have started cleaning houses and several are looking for work that fits in with their young families. Almost every job listing in the local paper requires computer skills. If students considering taking CCC classes could have use of a current computer they would probably be more interested in signing up for computer skill classes. The key is staying close to home and not driving nearly 100 miles to classes," Stephens reports.
❑ An average of two to Orleans residents take CCC classes each semester from Orleans. One person will finish this spring and is going on to a college of chiropractic medicine. Another student is a home schooled graduate and new to the community. He is taking 12 hours this semester and has been very proud of his scores so far.

Technical Impact

5. Describe the hardware, software, and communications needed for this project and explain why these choices were made. (5 points)

After an initial survey of 26 Learning Center Managers and site administrators, and consideration of the economic well-being of the counties in requesting computers, 6 sites were identified as being in the greatest need and selected to participate in this pilot project. The following needs are identified at the 6 sites:

Site	Computer Type	Computer Type	Printer	Internet Port Available
Alma	desktop	desktop	yes	yes
Franklin	laptop		yes	yes
Lawrence	desktop		yes	yes
Nelson	desktop	desktop	yes	yes
Orleans	desktop		yes	no
Superior	desktop		yes	yes

CCC holds a site license for Microsoft products. Each computer will have the following installed by CCC computer technicians: Microsoft Office Professional (Internet Explorer, Access, Word, Excel, FrontPage, Publisher, Outlook, PowerPoint, Windows Media Player)

Adobe Acrobat Reader, Norton Anti Virus, and software (being researched) lock the software as installed.

The following are CCC computer specifications and will be the options available for the Learning Center installations.

MIS Department

Hardware Specification Recommendations

Laptop Specifications   Laptop Options   More Printer Specifications

PC Specifications	PC Options	Printer Specifications

Intel Pentium III 933MHz
 	
Pentium III System Board w/5 PCI slots minimum
 	
256MB SDRAM, 100MHz
 	
20GB Hard Disk Drive
 	
2 each EIDE Integrated Controllers
 	
1 ea 1.44MB Floppy Disk Drive
 	
AGP Video Adapter [8MB Ram minimum] [Non-integrated]
 	
Multimedia Kit Including:
 	
   24xmin-48Xmax Internal CD-ROM
 	
   Sound Blaster Compatible Audio [Non-integrated]
	Mid-Tower Case
	
	Internal 56K V.90 Flex Modem (BOCA, US Robotics or Practical Peripherals)
	
	17 inch SVGA Monitor, .28 pitch, non-interlaced, 1024 x 768 minimum
	
	ZIP 100MB Internal or External Disk Drive
	
	Internal CD-R with software
		When a network printer is required for an application, do not purchase a "network-ready" printer. One Standard Parallel Interface is all that is required.
		
		Purchase a Lantonix EPS1 Print Server to attach the printer to the network.
		
		For those printers which will attach and print from the NT Server side, all HP LaserJets will work well. For those printers which will attach and print from Colleague, HP LaserJet "P" printers do NOT interface well and are not recommended unless used for local printing ONLY. HP DeskJet printers do NOT work from Colleague (except for text only) and will work well on the NT side, but are not recommended for offices

integrated]		with more than 5 people. HP DeskJets work well for local printing services.
1 Pair External Speakers with power supply		
NO Multimedia Application Software		For Stand-Alone printing, HP DeskJets work very well. Any dot-matrix printer will also work. Factory configuration for the dot-matrix printer is sufficient.
Windows 95/98 Enhanced Keyboard		
2 Button Microsoft Intellimouse w/wheel		
17 inch SVGA Monitor, .28 pitch, non-interlaced, 1024 x 768 minimum		
2 each Serial Ports (16550 UUART)		
2 USB ports		
1 Parallel Port		
Mid-Tower Case		
Windows 98/2000 Pro with latest service pack		
MS Office 2000 Pro License		
NT Client Access License		
MS Exchange Client Access License		
SMC or 3Com 10/100 PCI EtherPower Network Adapter (Non-integrated)		
3 Year Parts and Labor		

Warranty		
Adequate Power Supply for Case and Components		

Laptop Specifications	Laptop Options	More Printer Specifications
14.1 Inch Active Matrix Display (Minimum)		For a Networked printer in an area with more than 20 users :
Integrated Mouse/Numeric Keypad		HP LaserJet 8000 in its standard configuration. This printer is capable of printing at 24 pages per minute at 1200 dpi and is recommended for larger numbers of users.
Multimedia System with Built-in Speakers		
1 each 1.44MB Floppy Disk Drive		
CD-ROM 24X		
20GB Hard Disk Drive		For a Networked printer in an area with less than 20 users :
Intel Pentium III 800MHz Processor [minimum]		HP LaserJet 4000 in its standard configuration. This printer is capable of printing at 17 pages per minute at 1200 dpi and is more than capable for printing services with less than 20 users.
128MB RAM		
External Serial, Parallel, VGA and PS/2 Mouse Ports		
PCMCIA 1type III or 2type II Slots		
Windows 98/2000 Pro with latest service pack		
NT Client License		For more information on the recommended printers and the entire line of the HP DeskJet family,
MS Exchange Client License		

License Norton Anti-Virus for Windows 2001 AC Adapter 3 Years Parts and Labor Warranty Integrated 10/100 Ethernet & V90 56k modem. Casual Carrying Case External 2 Button Bus Mouse (Logitech or Microsoft)		jump out to HP on the Web.

⇐BACK

5. **Address any technical issues with the proposed technology including:**

- Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.
- Compatibility with existing institutional and/or statewide infrastructure.
- Reliability, security and scalability (future needs for growth or adaptation).

  ❑ CCC's computer specifications conform with or exceed generally accepted industry standards.

  ❑ The technology in this project will interface with public school and library systems and will need to be compatible those systems. CCC's MIS department will assess each project location to determine networking, internet connection, installation, and exact computer technology needs.

> ❏ Reliability, security and scalability will be considered as the equipment is purchased and installed.

6. **Describe how technical support will be provided.**

CCC's Educational Services Committee gave a vote of support for the technical resources required for this pilot project. The college's MIS department will provide technical support, working with the computer technicians at the Learning Center sites. There are two computer technicians at the Hastings campus and adequate time for initial assessment, purchasing and installation will be built into the timeline.

Preliminary Plan for Implementation

7. **Describe the project sponsor(s) and stakeholder acceptance. If letters of support are included, list the entities or individuals submitting letters of support and briefly summarize the letter's content. Include information on any match being provided by project sponsors. (5 points)**

Project sponsors include: Alma Public Schools, Franklin Public Schools, Lawrence/Nelson Community Schools, Orleans Public Library (C.B. Preston Memorial Library), and Superior Public Schools, and Central Community College.

In addition to the letters of support summarized below, 7 explanations of need from Learning Center Managers were featured in the "Benefits" section of this proposal.

Kent Miller, Superintendent South Central Nebraska Unified School District #5 - "As Superintendent I feel very strongly about the Learning Centers and this partnership between school and community. . . The community learning center program has been very beneficial in helping adult learners in our community add or upgrade their job and/or general education skills. This grant for computers would absolutely be a positive reinforcement for adult learners."

Robert Tipton, Superintendent Lawrence/Nelson Community School – "Yes, we are in favor of receiving a computer for Learning Center use. It could be placed in the school library where learning center classes are held."

Ron Smith, Associate Dean, Extended Learning Services, Central Community College Hastings Campus – "The Hastings Campus serves eight counties in south central Nebraska, many of which are economically depressed. Most of the courses we deliver to patrons in these communities rely heavily on computer technology. This pilot project should have a significant impact on providing general education and job skills training for the citizens in these needful counties. The education and training provided will enhance the general economic recovery of these small communities."

Sondra Meyer, Learning Center Manager and project initiator, Central Community College – "As a part time Learning Center Manager at the Hastings Public Library and a full time college employee, I could see clearly that the computers are needed to facilitate the education of the public. I brought this project idea back to my campus and am very dedicated to its success."

Tom Peters, Computing Manager, Central Community College – "I've worked with the Project Team and the Educational Services Committee on this project and have expressed the critical need for technical support resources to also be committed in bringing computers to these Learning Center sites."

Match will be provided by each project sponsor. The public school systems and the Orleans Public Library will provide match totaling $5,400 in the form of space, technical support, and internet connections. Central Community College will provide match totaling $9,668 in the form of project coordination, and supervision, and implementation and software.

8. **Describe the project team, including their roles, responsibilities, and experience. (5 points)**

Role	Individuals	Responsibilities	Experience
Project Directors (5%)	**Ron Smith,** Associate Dean, Extended Learning Services, Central Community College Hastings Campus	• Oversee project implementation • Authorize equipment purchases • Supervise project budget • Coordinate with 6 LC Managers • Conduct project evaluation and prepare project reports	• Experience in budget management, project implementation, and supervising • High level of communication skills • Experience in working as an LC Manager
	Sondra Meyer, Learning Center Manager, Central Community College Hastings Campus	Same as above	
Technical Support	**Tom Peters,** Computing Director, Central Community College	• Reports to the Project Director • Research, recommends equipment purchases, installation, and networking. • Supervises MIS staff in installation and networking	• Very high level of technical and communication skills • High level of analytical skills to assess project needs • Ability to coordinate project needs
Integration of Project with College-wide Needs	**Ron Kluck,** Dean of Extended Learning Services, Central Community College	• Reports to the Project Director • Integrates project with college administration and educational services.	• High level of communication skills • Experience in working with college administration • High level of analytical skills to evaluate project needs
Project Support	**Rae Ann Lurk,** Learning Center	• Reports to Project Director • Research, recommend equipment	• Experience in working as an LC Manager

	Manager, Central Community College Hastings Campus	• and resources purchases • Track use of facility and resources • Receives input from Project Director, advisory board, and community members • Promote Learning & Technology Center to surrounding communities	• Experience in support of LC and other Extended Learning Center projects • High level of communication skills
6 Learning Center Managers and Site Administrators	**Linda Kohmetscher,** Lawrence LC Manager **Cindy Thornton,** Superior LC Manager **Carol Pohlenz,** Franklin LC Manager **Raylene Stephens,** Orleans LC Manager **Verona Gumaer,** Nelson LC Manager **Linda Lubeck,** Alma LC Manager	• Reports to the Project Director • Provide communication link to 6 site administrators • Assist in planning of project • Key to implementation of project and success of computer use for general education and job skills • Tracks use of computers at their LC site	• Commitment to development of opportunities at Learning Center sites • Expertise as LC Manager • Experience in working with LC site administrators • High level of communication skills

List the major milestones and a timeline for completing each milestone.

Project Timeline	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
MIS, Project Directors assess 6 project locations	✓	✓	✓									
MIS identifies needed equipment for each location				✓								
Project Director orders technology (hardware, software, network)				✓								
Campus computer technician installs					✓							

software											
MIS delivers, installs, network technology					✓						
Train Learning Center Mangers on Technology					✓						
Promote computers' availability to potential students, employers					✓		✓			✓	
Prepare tracking sheet for LC			✓								
Implement use of tracking sheet					✓						
Evaluate pilot project and make recommendations								✓	✓	✓	✓
Track student enrollments before/after computers	✓		✓				✓				✓
Preparation of six month & final report				✓	✓					✓	✓

10. **Describe how the project will be sustained.**

Central Community College is committed to maintenance support of computers in the 6 Learning Centers in this pilot project for the beneficial life of the computers. This pilot project of adding CCC computers to community Learning Centers will be evaluated as to impact on the community and economic development compared to the cost of equipment and providing maintenance at remote sites to CCC. The software and hardware will be upgraded according to CCC's regular upgrade plan.

CCC will continue to provide in-kind support by Learning Center Managers and any future training needs will be performed by CCC.

11. Describe the project's evaluation plan, including measurement and assessment methods that will verify project outcomes. (10 points)

Area to be Assessed	Data Method	Outcomes	Personnel	Date
Extent to which citizens use computer to facilitate course work	Learning Center logs	50% of citizens at each Learning Center use computers	Learning Center Manager, Project Directors	May 31, 2003
Number of employers or self-employed individuals using computers for job skills training	Learning Center logs	6 employers using computers for job skills training	Learning Center Manager, Project Directors	May 31, 2003
Extent of successful computer installation in 6 Learning Centers	Report by MIS department and Learning Center Managers	Successful installation of computers in 6 Learning Centers	MIS department, Learning Center Managers	November 30, 2002
Amount of one-way travel time to training site with PC-based computer accessibility	Learning Center logs	Reduction from 25-60 minutes to 10-20 minutes	Learning Center Managers	May 31, 2003
Number of courses requiring computer use	CCC web site	Increase by 36 web, 1,500 multimedia, and 20 information and office technology	Dean of Extended Learning Services	May 31, 2003
Effectiveness of pilot project	Case studies, Learning Center logs, suggestion forms, cost analysis from MIS director	Successful pilot project to allow evaluation for future computer placement in Learning Centers	Learning Center Managers, MIS department, Project Directors	May 31, 2003

Financial Analysis and Budget (20 points)

The budget will be scored on reasonableness (up to 10 points), mathematical accuracy (up to 5 points), and the strength and appropriateness of the match (up to 5 points).

 Provide the following financial information:

	CTF Grant Funding	Cash Match (5)	In-Kind Match (6)	Other Funding Sources (7)	Total
Personnel Costs(1)	$2,398		$8,168		
Contractual Services (2)	$720				
Capital Expenditures (3) (Hardware, software, etc.)	$14,200		$1,500		
Supplies and Materials	$600				
Telecommunications			$1,800		
Training	$600				
Travel					
Other costs (4)			$3,600		
TOTAL	$18,518		$15,068		$33,586

Match Percent = 45%

$15,068 divided by $33,586 = 45%

See next page for itemized budget.

Budget Category	Description	CTF Grant Funding	In-kind Match
Personnel Costs			
	Network Administrator – 7 hrs./site x 6=42 hrs.x $20.59 salary; 42 hrs. x $8.13 fringe **Computer Technician** – 9 hrs./site x 6=54 hrs. x $15.50 salary; 54 hrs. x $6.59 fringe	$2,398	
	Project Directors – Ron Smith, Associate Dean (5%); Sondra Meyer, Learning Center Manager (5%) Salaries=$3,613, Fringe=$1,325		$4,938
	6 Learning Center Managers - $2,000 x 25% x 6=$3,000; FICA=$230 *Documentation provided by CCC Human Resources, Business Office through payroll, time logs.*		$3,230
Contractual Services	Internet service for Orleans Public Library @ $20/month x 12 months=$240; Additional phone line @ $40/month x 12 months=$480	$720	
Capital Expenditures			
Hardware	4 Desktop computers @ $1,200 each 2 Laptop computers @ $2,000 each 6 Printers @ $300 each Miscellaneous network requirements @ $100 each *Documentation provided by CCC MIS Manager through invoices.*	$4,800 $4,000 $1,800 $600	
Software	Microsoft Office Professional – CCC Microsoft license agreement = $250 x 6 computers *Documentation provided by CCC MIS Manager through licensing agreement invoices.*		$1,500
Mobile computer/printer carts	6 Carts x $500 each = $3,000 *Documentation provided by Project Director through invoices.*	$3,000	
Telecommunications	Internet costs for 5 public schools, Orleans Public Library. $25/month x 12 x 6 sites. *Documentation provided by site administrators.*		$1,800
Training Development	Training sessions for 6 Learning Center Managers	$600	
Supplies and Materials	Printer and computer supplies @ $100 x 6 sites.	$600	
Other Costs	Space and overhead provided by 5 public schools and Orleans Public Library. $50/month x 12 x 6 sites.		$3,600
Totals		**$18,518**	**$15,068**
Match percent = 45%			

February 13, 2002

Sondra Meyer
Central Community College
Extended Learning Services
East Highway 6
P.O. Box 1024
Hastings Campus
Hastings, Ne. 68902

Dear Ms. Meyer

As Superintendent of Schools for the South Central Nebraska Unified School District #5, which is made up of the schools of Guide Rock, Lawrence, Nelson, Sandy Creek, and Superior, I am writing to support the grant for computers for the various Learning Centers in the school district.

As a Superintendent I feel very strongly about the Learning Centers and this partnership between school and community. They provide a necessary function in the education and support mechanism for adult learners. The community learning center program has been very beneficial in helping adult learners in our community add or upgrade their job and/or general education skills. This grant for computers would absolutely be a positive reinforcement for the educational system for the adult learners.

I want to express a deep appreciation for the individuals connected with the Extended Learning Services.

Sincerely,

Kent R. Miller,
Superintendent

February 15, 2002

TO WHOM IT MAY CONCERN:

A major function of the Extended Learning Services at Central Community College is the delivery of instructional programming to communities in our service area. The Hastings Campus serves eight counties in south central Nebraska, many of which are economically depressed.

Most of the courses we deliver to patrons in these communities rely heavily on computer technology. This pilot project will have a significant impact on providing general education and job skills training for the citizens in these needful counties. The education and training provided will enhance the general economic recovery of these small communities.

The network of personnel and processes we have in place in most of these small communities will be enhanced with the capability of being able to access current technology in the delivery of CCC programming and training.

Sincerely,

Ronald E. Smith
Associate Dean
Extended Learning Services